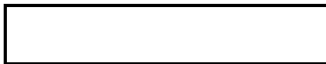


DD/A 75-1370/A  
75-3083

80 JUN 1975

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : FY 1975 Objectives  
REFERENCE : Memo for Each DD/A Off Dir fr AEO/DDA dtd  
4 Jun 75, same subj

As requested by the referent, I have attached a statement for each Office of Personnel objective for FY 1975 showing the extent to which it was accomplished, or if not, a prognosis for its completion. Of the 44 objectives established for the Office either at the DCI, DDA or OP level, 29 were completed as scheduled, six were dropped, two were without action, and seven were short of planned performance. Where pertinent to the status of the objective, a brief explanatory comment has been included.

  
F. W. M. Jamney/  
Director of Personnel

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Att.

Office of Personnel  
Summary of FY 75 Objectives

FY 75 OBJECTIVES COMPLETED

DCI Level

- A57602     Implement Annual Personnel Plan, as revised based on FY 74 experience.
- A57603     By 31 December 74 forward to Director report consolidating statistics of Executive Development Section of PDP submitted by Deputy Directors. By 30 June 75 report on status of Developmental Profiles being formulated by Career Services.

Statistics not submitted to Director until March 75 due to delayed receipt from Deputy Directors. Unable to estimate if all Developmental Profiles will be completed.

DDA Level

- B57601     Review and determine Career Services' Black professional projections in APP are consistent with DCI projections.
- The DCI approved Black EEO goals as given in Career Service APPs by memorandum 9 April 75.
- B57602     In conjunction with OS and OMS reduce by 31 December 74 pre-employment process time to less than 60 days for high priority and minority application cases.
- For the most part, full clearance can now be achieved in 60 days or less for minority and priority applicant cases.
- B57603     By 31 August 74 devise plan for implementation of PASG recommendations within DDA.
- Accomplished concomitantly with Agency-implementation of PASG, based on action plan developed by OP Plans Staff. Staff also provided direct support to DDA as it devised its own progress and prepared its handbook.
- B57604     By 31 March 75 reexamine and revalidate the one-grade-at-a-time Agency promotion policy; if a change is recommended, present a plan for change to be executed in FY 1976,

A memorandum recommending the Agency discard the single grade promotion policy was forwarded to the DD/A on 14 February 1975. It was subsequently distributed to the Deputy Directors for comment. Only the DDI concurred in the recommendation and the proposal has therefore been dropped.

OP Level

C57603 Convert all computer produced files of historical interest stored in SRB to microfilm.

Consolidated into 59 reels of microfilm, equating to 30 boxes of reports.

C57604 Convert filmable sections of 21 boxes of records stored at Records Center to microfilm.

C57605 Determine feasibility of computer produced biographic profiles.

Objective revealed possibility of limited version machine generated Biographic Profile from data stored in various Human Resources Section/Manpower Control System (HRS/MCS) projects, with a more extensive capability in 1-3 years upon activation of GAP, TRG.

C57606 Determine feasibility of converting all records in SRB to microforms by 31 December 74.

Objective highlighted advantages and disadvantages of converting all records to microforms. It is easier to use a report of less than 1,000 pages if the report is produced on paper rather than microform. A benefit arises from the 12 to 1 cost advantage and the 24 or 48 to 1 physical size reduction gained by microforms, plus the feasibility of having all SRB historical records within the Office for immediate retrieval. The implementation of the findings in this objective is limited by OJCS resources. Recommendations will be implemented as reports are converted to the HRS/MCS data base over next three to five years.

C57607 By 31 December 74 insure training of Position Inventory Personnel in use of CRT's for querying Staffing Project.

Completion has enabled PI personnel to obtain position data needed to process Personnel Actions.

- C57609 By 31 December 74 advise DD/Pers-P&C to discontinue T/O system and implement Project STAFFING.
- C57610 In conjunction with MAP Staff, design and procure standard forms required for input and output under the MAP program as required in FY 75.
- C57611 Insure OP Records Management Officer provides Agency with a return on its investment equal to the salary of the RMO.  
Through the third quarter of FY 75 cost savings by the RMO have amounted to \$78,909, which is approximately five times her current salary of \$16,001.
- C57612 Insure Biographic Profile available on each staff employee and staff agent on duty as of 30 June 1974.
- C57613 Review all QAB master code sheets to make certain qualifications of all staff personnel on duty in the Agency as of COB 30 June 74 have been coded.
- C57614 Update Biographic Profile covering each staff employee and staff agent assigned to the DCI component.
- C57615-A Relative to implementation of PASG recommendations examine the personnel and career management practices throughout the Agency and the resources devoted to them by the end of February 75.  
Objective completed although it became clear that it was premature to evaluate the total resources involved in PASG during the initial stages of its implementation, since these figures would most likely be inflated and misleading. A report was rendered, however, which indicated the amount of manhours used by counselors and Agency career boards and panels.
- C57616 Provide guidance to OP components in adopting MBO style of management during FY 75.
- C57618 Complete OP pre-implementation actions for conversion of data from present system to MAPS project STAFFING by the end of FY 75.
- C57622 Develop check sheet for use of PCS travelers to facilitate overseas processing.
- C57623 By 31 December 74 develop and publish suggestion awards booklets for supervisors and employees to stimulate participation in the Suggestion Awards Program.
- C57624 By 31 March 75 establish for reporting purposes a data base for minority contract employees.

**ADMINISTRATIVE - INTERNAL USE ONLY**

Approved For Release 2003/04/29 : CIA-RDP84-00760R000600030007-5

C57626 By 30 September 1974 identify all major sources for professional, technical recruitment of minority groups and women. Quarterly thereafter review Agency recruitment efforts to insure that the recruiters are in contact with those sources.

C57627 Increase the percentage of clericals hired in the local area (within a 50-mile radius of Washington, D.C.) by 10% over the average of the last three years. (Average: 315, target: 347).

It is expected that the target will be exceeded by approximately 32 percent, i.e., that 416 will have been hired from the local area.

C57629 Insure that the average time employees spend in the TAS does not exceed 2.5 weeks during FY 1975, i.e., the 12-month average will be not greater than 2.5 weeks.

Through eleven months of the objective year, the average time spent in the TAS has amounted to 1.2 weeks, less than half the 2.5 week goal. This has resulted in dollar savings and the avoidance of morale problems created by extended time spent in TAS.

C57630 Insure that 50% of the Agency Co-ops graduating in FY 75 are put in process for staff employment.

As of mid-June 1975, 63 percent of the graduating Co-ops have been converted to staff status.

C57632 Implement Office of Personnel Annual Personnel Plan.

C57633 Implementation of Office of Personnel Personnel Development Program.

Part I of PDP was completed as scheduled. Part II is estimated to be completed by end of July.

FY 75 OBJECTIVES DROPPED DURING FY 75

DCI Level

A57601 Develop for OP major services systems to provide an efficient costing methodology.

This objective was dropped for the Offices of Personnel, Finance, and Logistics on the basis of a recommendation of the DD/A that it would not be cost effective to develop an elaborate costing methodology for these Offices.

Approved For Release 2003/04/29 : CIA-RDP84-00760R000600030007-5

**ADMINISTRATIVE - INTERNAL USE ONLY**

OP Level

- C57615 Identify all successful personnel approaches/practices/systems in use throughout the Agency and disseminate findings to Directorate management by the end of February 1975.

This objective was set aside because of PASG activities and was rendered obsolete by objective B57603 which followed the approval of the PASG Report by the Agency Management Committee.

- C57620 Establish system to identify and notify all CIARDS participants at the end of their 33rd year of creditable service that they will attain maximum annuity benefits under CIARDS in two years.

Dropped as an objective with change in Agency retirement policy making decision to be a participant in CIARDS system irrevocable.

FY 1975 OBJECTIVES - NO ACTION TAKEN

OP Level

- C57602 By the end of FY 75 to initiate the incorporation of cover status data from CCS Form 1551 into Project PERSIGN.

Due to unanticipated priority requirements taking precedent in the early states of PERSIGN II, i.e., the implementation of the Single Ceiling Concept by 1 July 75, a recent decision to bring GAP up along with PERSIGN II, and a delay in getting specifications implemented by June 75, TRB could not input Form 1551 data during FY 75. Several months ago CCS began implementation of a mini-conversion program (MINICENCO) instead of the large complex CENCO for cover documentation/records. It is anticipated that by April 1976, CCS will have on-line capability for inputting and accessing current cover status records for [ ] official cover personnel; as of 16 June 75 no decision has been made as to including nonofficial cover personnel in the program. Since CCS will have the current cover data, except for non-official personnel needed by the TRB/Verification Desk to answer telephone inquiries, TRB does not plan to carry this objective over to FY 1976. Instead it will request CCS to give TRB authority to access their data for specified items.

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- C57608 Insure training of PI and Status Personnel in use of CRT for inputting Personnel Action Employee Data into Project PERSIGN.

Completion of this objective was delayed due to unanticipated priority requirements taking precedent in the early stages of PERSIGN II, that is, the implementation of the Single Ceiling Concept by 1 July 75, a recent decision to bring GAP along

with PERSIGN II and a delay in getting PERSIGN specifications implemented by June 75. Will be resumed as an objective in FY 1977.

FY 1975 OBJECTIVES - SHORTFALL FROM PLANNED PERFORMANCE

DCI Level

A67601 By 30 June 1976 have the priority systems agreed to between OJCS and OP in operation (PERSIGN, STAFFING, and CEMLOC).

This objective is not due for completion until the end of FY 1976, but is included here since a few of the milestones scheduled for completion in FY 75 were not completed as scheduled, due to unanticipated work requirements of converting to single ceiling and Office of Finance inability to finish their requirements for the personnel system.

OP Level

C57601 QAB to assist OJCS implementation of Project CENQUAL.

OJCS was required to assign greater priority to other applications. Depending on action by OJCS, the objective will carry over to FY 76, with an anticipated completion date of 30 September 1975.

C57617 Install system of continuous review of OP Memoranda and Notices to insure that none are in effect more than six months without reevaluation of their currency.

Although other priority matters precluded completion of this objective as established, that is, the continuous review, all OPMs and OPNs have been reviewed within the past six months. Most of the OPMs and OPNs require revisions and rewriting, and an index must be established. Will continue as a FY 76 objective, with an anticipated completion date of 31 March 1976.

C57619 Conduct Position and Manpower Utilization Surveys throughout the Agency totaling 25.

Only 23 surveys completed, two short of the goal, as a result of staff shortages and other priority requirements, single ceiling, etc.

C57621 Develop and distribute comprehensive handbook on the insurance programs available through the Agency.

Excessive backlog in health insurance claims required management personnel to devote substantial time in resolving backlog, leaving little time for this objective. However, anticipate completion in August 1975.

C57625 By 31 December 74 prepare brochure for professional applicants for wide distribution by recruiters describing true nature of Agency missions and functions, to dispel misconceptions of Agency employment among minority groups.

Objective not met due to extensive coordination that necessarily accompanies the approval for final publication. Anticipate publication of the brochures by 31 December 75.

C57628 Accomplish those objectives established by the Director's approval of the Affirmative Action Plan for the Employment, Development and Advancement of the Handicapped.

Although the majority of the milestones in this objective have been accomplished as planned, a few needed to be deferred primarily because completion was contingent on action the Civil Service Commission or by other elements of the Agency. Considerable progress has been made with regard to publicizing the Agency's concern for the handicapped, educating supervisory personnel and, in fact, employing handicapped applicants. We believe that progress toward the goals of this objective is being made satisfactorily, and anticipate that the objective will be completed by the end of July 1975.



DD/A 75-2657

4 JUN 1975

MEMORANDUM FOR: See Distribution

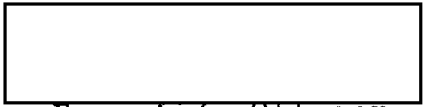
SUBJECT : FY 1975 Objectives

The DD/A requests that by close of business 30 June 1975, the following be submitted on FY 75 objectives:

(1) A brief summary statement of each objective, including the extent to which it has been accomplished during FY 75.

(2) If it has not been accomplished, a brief statement as to why and the prognosis for completion, including whether or not it is to be carried as a FY 76 objective.

Emphasis is placed on brevity of the summaries.

  
Acting Executive Officer, DD/A

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Distribution:

1 - Each DD/A Office Director